



## MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, June 17, 2025

5:30 P.M.

Ladysmith Seniors Centre  
630 2nd Avenue

### Council Members Present:

Mayor Deena Beeston  
Councillor Ray Gourlay  
Councillor Amanda Jacobson  
Councillor Tricia McKay

Councillor Duck Paterson  
Councillor Marsh Stevens  
Councillor Jeff Virtanen

### Staff Present:

Allison McCarrick  
Erin Anderson  
Chris Barfoot  
Jake Belobaba  
Tim Tanton

Julia Dewijn  
Vidhi Kyada  
Nick Pescod  
Hayley Young

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### 1. CALL TO ORDER

Mayor Beeston called this Meeting of Council to order at 5:30 p.m., in order to retire immediately into Closed Session.

### 2. CLOSED SESSION

#### CS 2025-154

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (g) Litigation or potential litigation affecting the municipality;
- (i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and

that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

*Motion Carried*

**3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 P.M.)**

Mayor Beeston called this Regular Meeting of Council to order at 7:00 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

**4. AGENDA APPROVAL**

**CS 2025-155**

That Council approve the agenda for this Regular Meeting of Council for June 17, 2025.

*Motion Carried*

**5. RISE AND REPORT- Items from Closed Session**

Council rose from Closed Session at 6:50 p.m. with report on the following:

**CE 2025-048**

That Council confirm that a referendum to borrow funds for the development of Town owned property on Buller Street not be held before the next General Local Election, October 17, 2026.

**6. MINUTES**

**6.1 Minutes of the Regular Meeting of Council held June 3, 2025**

**CS 2025-156**

That Council approve the minutes of the Regular Meeting of Council held June 3, 2025.

*Motion Carried*

**7. DEVELOPMENT APPLICATIONS**

**7.1 Development Variance Permit – 316 Mylene Crescent**

**CS 2025-157**

That Council issue Development Variance Permit 3090-25-06 to vary section 10.2.5 (b) of “Town of Ladysmith Zoning Bylaw 2014, No. 1860” to increase the maximum height of the proposed accessory building from 3.5 metres to 4.4 metres for the construction of a garage at 316 Mylene

Crescent (Lot 4, District Lot 43, Oyster District, Plan 23917, Except part in VIP69091, PID: 002-927-161).

*Motion Carried*

## **7.2 Business and Liquor Licence Referral - 611 Oyster Bay Drive**

### **CS 2025-158**

That Council:

1. Consider business licence application 1936, pursuant to section 11.1 of "Business License Bylaw 2003, No. 1513";
2. Opt out of the local government comment process for a liquor license for the proposed location and direct staff to notify the Liquor and Cannabis Regulation Branch that the Town does not wish to comment on the application; and
3. Authorize the business license inspector to approve the business licence, without conditions under 11.2 of "Business License Bylaw 2003 No. 1513".

*Motion Carried*

## **8. REPORTS**

### **8.1 Town of Ladysmith 2024 Annual Municipal Report**

#### **CS 2025-159**

That Council approve the Town of Ladysmith 2024 Annual Municipal Report.

*Motion Carried*

### **8.2 Town of Ladysmith 2024 Statement of Financial Information**

#### **CS 2025-160**

That Council approve the Town of Ladysmith Statement of Financial Information for the fiscal year ended December 31, 2024.

*Motion Carried*

### **8.3 Strategic Priorities Fund Application**

#### **CS 2025-161**

That Council direct staff to:

1. Submit an application to the UBCM Strategic Priorities Fund Capital Infrastructure Stream for the sewer, water, stormwater and road infrastructure required to service the Waterfront Area Plan;
2. Incorporate project administration and oversight into existing workplans; and

3. If necessary, prepare any budgets or financial plan amendments to fund potential cost overruns for Council approval.

*Motion Carried*

#### **8.4 Marina Hydro Service Realignment Project**

##### **CS 2025-162**

That Council approve the change order for MKM Projects in the amount of \$251,200 to realign the marina hydro servicing at the Machine Shop, and amend the 2025-2029 Financial Plan to include a Marina Hydro Servicing project in the amount of \$251,200 with the funding to come from the Heart of the Hub (Machine Shop – Phase 2) project in the amount of \$90,000 and the remaining \$161,200 to come from Appropriated Equity.

*Motion Carried*

#### **8.5 Heart of the Hub Phase 2 (Machine Shop) Sewer Connection Project Update**

##### **CS 2025-163**

That Council approve the change order in the amount of \$25,113 to MKM Projects Ltd. to fund the Heart of the Hub (Machine Shop) sewer connection, with the additional funds to come from the sewer parcel tax and sewer reserves and amend the 2025-2029 Financial Plan accordingly.

*Motion Carried*

#### **8.6 2025 Call for Poetry – Mayor Kathleen ‘Kay’ Grouhel**

##### **CS 2025-164**

That Council approve the recommendation from the Public Art Committee for the 2025 Call for Poetry in recognition of Mayor Kathleen ‘Kay’ Grouhel, and direct staff to proceed with ordering and installing the kiosks, signage, and planters to complete the Kay Grouhel recognition project.

*Motion Carried*

#### **8.7 School District 68 Agreement Renewal and Letter of Intent**

##### **CS 2025-165**

That Council:

1. Approve the renewal of the lease agreement with the Board of Education School District No. 68 (Nanaimo – Ladysmith) for the use to operate the Frank Jameson Community Centre on district land for a period of five (5) years, with an option to renew; and

2. Authorize the Mayor and the Corporate Officer to sign the addendum agreement.

*Motion Carried*

## **9. BYLAWS**

### **9.1 Bylaw Status Sheet**

## **10. NEW BUSINESS**

### **10.1 Council Participation in Special Events Handbook Discussion**

#### **Recommendation moved:**

That Council not attend the Special Events Handbook overview discussion to be held with Community Stakeholders.

*Consideration deferred. See Resolution CS 2025-166.*

#### **CS 2025-166**

##### **MOTION TO TABLE**

That Council defer consideration of the recommendation “that Council not attend the Special Events Handbook overview discussion to be held with Community Stakeholders” to a future meeting.

*Motion Carried*

OPPOSED: Councillors McKay, Jacobson and Stevens.

### **10.2 Proposed Addition to Council Procedure Bylaw**

#### **CS 2025-167**

That Council add the following clause as Section 26.4 to Bylaw 1666 (Council Procedure Bylaw):

"In the case of either a Notice of Legal Action or an Active Legal Action in which the Town is a litigant, no member of Council shall interact in any manner with the opposing party(ies), their legal counsel, representatives or proxies regarding said legal action. Further, no member of Council shall discuss nor reveal details of such Notice of Legal Action or Active Legal Action to any a third party outside of Council or Exempt Leadership Staff of the Town."

*Motion Carried*

OPPOSED: Councillor Virtanen.

## **11. UNFINISHED BUSINESS**

### **11.1 1130 Rocky Creek Road – Covenant Amendment**

#### **CS 2025-168**

That Council:

1. Receive the response from the Ministry of Transportation and Transit regarding the modification of Covenant CB215820; and
2. Authorize staff to execute and register the covenant modification agreement for Covenant CB215820.

*Motion Carried*

OPPOSED: Councillor Gourlay.

### **11.2 Motion to Rescind Resolution CS 2025-151**

#### **CS 2025-169**

That Council rescind the following resolution passed at the June 3, 2025 Council Meeting: "CS 2025-151 That Council acknowledge and accept an increase in the Town's liability for any mishaps in 2025 and allow events to be held with a Traffic Control plan designed and implemented by non-accredited volunteers and override the authority of the Corporate Officer to require the Applicant to provide a traffic control plan certified by a professional transportation engineer as shown in s.14 of the Special Event Bylaw 2024 No. 2196."

*Motion Carried*

OPPOSED: Councillor Virtanen.

### **11.3 2025 Event Traffic Management Funding**

#### **CS 2025-170**

That Council allocate up to \$50,000 from the Corporate Services legal budget to contract with a traffic management company to design and implement traffic management for the following events in 2025:

- Ladysmith Show 'n Shine - August 2025
- Ladysmith & District Art Council – Arts on the Avenue – August 2025
- Ladysmith Celebration's Society – August 2025
- Ladysmith Festival of Lights – November 2025
- Ladysmith Pride Society – June 2025

*Motion Carried*

OPPOSED: Councillor Virtanen.

#### **11.4 Motion to Rescind Resolution CS 2025-152**

##### **CS 2025-171**

That Council rescind the following resolution passed at the June 3, 2025 Council Meeting: "CS 2025-152 That Council receive the letter from Minister Ravi Kahlon regarding Small-Scale Multi-Unit Housing."

*Motion Defeated*

OPPOSED: All members of Council.

#### **12. QUESTION PERIOD**

A member of the public sought clarification on an item in the Statement of Financial Information. The individual also inquired about the marina power servicing, expressed disagreement with the poem selected to honour Kay Grouhel and asked whether Council would reconsider the 2025 Call for Poetry winner, and requested confirmation regarding the rise and report.

#### **13. ADJOURNMENT**

##### **CS 2025-172**

That this Regular Meeting of Council be adjourned at 8:05 p.m.

*Motion Carried*

CERTIFIED CORRECT

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Mayor (D. Beeston)

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Deputy Corporate Officer  
(E. Anderson)